

1 JUNE 2001



Command Policy

**INSPECTOR GENERAL RECEPTION AND
SUPPORT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>

OPR: 21 SW/DIG (Lt Col Robert L. Orwig Jr.)
Supersedes 21SWI90-202, 1 November 1998

Certified by: 21 SW/IG (Col Alvin B. Strait)
Pages: 7
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General - The Inspection System*, AFI 90-201, *Inspector General Activities*, and AFI 90-201_AFSPCSUP1. It establishes responsibilities for coordinating and fulfilling the support needs of a visiting inspector general (IG) team. It applies to the 21st Space Wing and all subordinate units responsible for support of a visiting IG team. It does apply to ANG units and does not apply to AFRC units. This instruction will be executed upon initial notification of arrival of higher headquarters IG team, or as directed by the Commander, 21st Space Wing.

SUMMARY OF REVISIONS

This revision updates the initial publication of 21 SWI 90-202, 1 November 1998. This instruction revises responsibilities for coordinating and fulfilling support needs of a visiting inspector general (IG) team and revises unit designations to reflect reorganization changes.

1. References

- 1.1. AFI90-201 Inspector General Activities, and AFI90-201_AFSPCSUP1.

2. Objective . The objective of this instruction is to establish responsibilities and provide guidance for coordinating and fulfilling the support needs of a visiting USAF or HQ AFSPC Inspector General (IG) Team during inspections of AFSPC units. It applies to all administrative and logistical support, including space, equipment, supplies, personnel, communications, and security. This instruction makes base-wide taskings to ensure visiting IG teams are properly greeted and supported for the duration of their visit. It will be implemented by the office of primary responsibility (OPR), 21 SW/IG, immediately upon notification of a pending inspection (either scheduled or no-notice). Contracted Support Activity Assessment (CSAA), Force Protection and Antiterrorism Vulnerability Assessment (FPAT-VA), Compliance Inspections (CIs), staff assistance visits (SAV), and other inspections of functional elements of 21 SW will be supported by the respective functional OPR, and may use this plan as a checklist.

2.1. All 21 SW units not physically located on Peterson AFB are required to create documentation to support this instruction. Each commander will determine what type of documentation to produce—a plan, operating instruction or squadron instruction.

2.2. Since the AFSPC IG resides on base, there are unique requirements to the 21 SW plan. The 21 SW/IG POC will determine which of the items listed in this instruction do not apply.

3. IG Inspection Support Responsibilities . Each agency tasked is responsible for implementing its respective section of this instruction. All organizations tasked to compile information for the inspector will prepare and hold this information and make it available per guidance within this instruction.

3.1. 21 SW Commander will:

3.1.1. Notify wing staff of inspection upon notification from AFSPC/IG

3.1.2. Host IG Inbrief, and determine attendees. **Note:** The following individuals will normally attend the IG inbrief: 21 SW/CC, 21 SW/CV; 21 SW/IG, 21 SW/DS, 21 LG/CC, 10 MDG (OL)/CD, 21 OG/CC, 21 SPTG/CC, 721 SPTG/CC, 821 SG/CC.

3.2. 21 SW/CCP will:

3.2.1. Prepare 21 SW/CC welcome letters and forward signed letters to 21 SW/PA 20 days prior to IG arrival for inclusion into welcome package.

3.2.2. Coordinate with 21 SW/IG to ensure base operations marquee reflects appropriate IG greetings (as applicable).

3.2.3. Prepare IG inbrief location (TBD) for IG inbrief to include the following: name-plates, pencils, and note pads.

3.2.4. Prepare base theater or other identified location (Hangar 140) for IG outbrief, to include: reserve seating for IG team members, senior staff, groups and wing staff; seating chart in theater lobby; one pitcher of water and one glass by each speaker podium.

3.2.5. Coordinate personnel to greet and farewell General Officer Distinguished Visitors arrivals and departures if traveling via military airlift (as applicable).

3.3. 21 SW/WOC will:

3.3.1. Provide classified material storage on a 24-hour per day basis, as required.

3.3.2. Coordinate with 21 SW/IG information required for IG inbrief.

3.3.3. Maintain current Entry Access List (EAL) on file.

3.4. 21 SW/PA will:

3.4.1. Coordinate with 21 SW/IG to ensure base marquees reflect appropriate IG greetings.

3.4.2. Compile a welcome package to be given to each inspector upon arrival. Provide completed packages to 21 SW/IG at least 14 days prior to IG team arrival.

3.5. 21 SW/SE will provide a safety briefing covering seasonal, local, and base driving hazards at the IG inbrief.

3.6. 21 SW/IG will:

- 3.6.1. Act as primary wing action officer for all higher headquarters inspection team visits.
- 3.6.2. Request and work with group and unit project officers to ensure the wing is prepared for the inspection.
- 3.6.3. Provide HQ AFSPC/IG Trusted Agents (TAs) when required. TAs are normally identified by organization (group or equivalent level) by AFSC or experience. TAs should be members of the wing exercise evaluation team, whenever possible, or should be evaluators or instructors.
- 3.6.4. Coordinate all actions required by AFI 90-201_AFSPCSUP1, this instruction, and the commander or IG team chief.
- 3.6.5. Coordinate reserve parking locations at Peterson AFB with 21 SFS.
- 3.6.6. Coordinate off-base lodging room assignments with HQ AFSPC/IGIX to ensure functional integrity of the inspectors.
- 3.6.7. Perform final review of IG work center (as applicable); and inbrief and outbrief locations.
- 3.6.8. Provide IG vehicle placards to 21 LSS/CC and samples to 21 SFS.
- 3.6.9. Prepare and submit inspection update to HQ AFSPC/IG per AFI 90-201_AFSPCSUP1, Attachment 11, para A11.1 NLT first duty day of each quarter.
- 3.6.10. Coordinate with DS and IG to assign four military personnel (at least one NCO) compete in Microsoft Office and Defense Message System (DMS) Programs. They must possess at least a SECRET security clearance, be thoroughly knowledgeable of the base, and possess a current driver's license. Advise personnel before reporting for duty that overtime and weekend shifts will be required and once assigned, must remain for duration of inspection. Upon notification of IG team visit, provide names and phone numbers (duty and home) to 21 SW/IG.
- 3.6.11. Ensure base marquees reflect appropriate IG greetings.
- 3.6.12. Prepare the Commander's in-brief according to AFI 90-201_AFSPCSUP1, Attachment 11, para A11.11 and assemble a briefing book based on additional information the 21 SW/CC would like to present to the IG that is not mentioned in the briefing. The Commander's inbrief is limited to 30 minutes and should include the following as a minimum: current SORTS; local safety and weather conditions; LIMFACs; inspection considerations (IAW AFI 90-201_AFSPCSUP1, Attachment 11, para A11.1.1.1) and other information the wing commander feels would be relevant.
- 3.6.13. Task wing staff and groups, as required, to provide data for commander's IG inbrief.
- 3.6.14. Arrange dry run of the commander's IG inbrief, as applicable.
- 3.6.15. Set up IG inbrief for presentation, and provide one person, with at least a SECRET clearance, to advance slides.

3.7. 21 SPTG/CC will:

- 3.7.1. Designate one location to be used as a work center for the IG team IAW AFI 90-201_AFSPCSUP1, Attachment 11, para A11.11. at least 60 days prior to inspection commencement (only if requested to by 21 SW/IG).
- 3.7.2. Ensure all support required by 21 SPTG squadrons is accomplished, as follows:

3.7.2.1. 21 CES/CC will:

- 3.7.2.1.1. Fabricate reserved parking signs, when extra signs are needed.
- 3.7.2.1.2. Coordinate with 21 SW/IG information required for the IG in-brief.
- 3.7.2.1.3. Provide fire protection support for IG out-brief.
- 3.7.2.1.4. Plan mowing schedules, and perform other base facilities maintenance necessary for the base to be looking its best for arrival date.
- 3.7.2.1.5. Perform minor repair work and any reconfiguration assistance needed in the IG work centers prior to IG visit (as applicable).
- 3.7.2.1.6. Add custodial services for nights and non-duty days for the IG work centers (as applicable).
- 3.7.2.1.7. Refer to AFI 90-201_AFSPCSUP1, paragraph A11.6 and Table A11.1 for IG work center requirements (as applicable).

3.7.2.2. 21 SVS/CC will:

- 3.7.2.2.1. Arrange accommodations for the inspection teams in accordance with AFI 90-201_AFSPCSUP1 (Attachment 11, para A11.3) and AFI 34-246. On-base lodging will be used if available. When possible, all team members should be lodged together to allow for inspection crossfeed and to maintain team integrity. If on-base lodging is used, DV check-in/check-out procedures will be used.
- 3.7.2.2.2. If team integrity cannot be maintained due to insufficient on-base quarters, contract quarters will be used to house all or part of the team, as requested by the team chief. When lodging is off-base, furnish local area maps to the inspector making the lodging arrangements. Maps must include a clearly-marked direct route to the off-base billets.
- 3.7.2.2.3. If on-base or contract quarters are not available, non-availability certificates will be issued according to AFI 34-246. Per AFI 90-201_AFSPCSUP1 (Attachment 11, para A11.3), if lodging is off-base, provide HQ AFSPC/IGIX with the name, address, and telephone number of a representative of the motel/hotel, as well as, the expected daily room cost.
- 3.7.2.2.4. Lodging personnel will prepare a directory of all inspectors, identifying location (off-base, by hotel; on-base, by building number), room, and telephone numbers. The directory will be delivered to 21 CS/SCSV, 21 TRNS/LGTTB, and 21 SW/IG at least 3 days prior to inspection team arrival.
- 3.7.2.2.5. Reserve the base theater for IG out-brief.
- 3.7.2.2.6. Assign a facility monitor to open the facility; operate facility lights during both IG team dry run of out-brief and actual out-brief; ensure facility is clean; and secure facility upon termination of briefing.

3.7.2.3. 21 CS/CC will:

- 3.7.2.3.1. Provide all necessary communications support. Inventory and check out phones, as required, for telephone support.
 - 3.7.2.3.1.1. If directed by 21 SW/IG, provide telephones in the work center with class

“A” circuits and direct-dial and global DSN access. Configure instruments in work center as requested by IG team. Provide separate phones for the Inspector General and team chief. Place base and local phone book with each phone.

3.7.2.3.1.2. If directed by 21 SW/IG, provide and install one STU III telephone. Provide keys and training to IG team secretary first duty day of inspection.

3.7.2.3.1.3. If directed by 21 SW/IG, provide and install one fax machine at the IG work center.

3.7.2.3.1.4. If directed by 21 SW/IG, notify 21 SW/IG of location and telephone numbers of each instrument no later than 20 days prior to the visit.

3.7.2.3.1.5. If required, provide two cellular telephones with spare batteries and a charger. Provide “How to Use” reference guide to IG team secretary on first duty day of inspection.

3.7.2.3.2. Provide public-address system support at the IG out-brief, to include maintenance personnel and equipment to establish a backup PA system.

3.7.2.3.3. Provide audio-visual information equipment and assistance as required by the IG team to prepare and conduct IG out-brief. Coordinate actions with IG team. Provide personnel knowledgeable of the equipment to operate, troubleshoot and repair equipment, as required, during out-brief.

3.7.2.3.4. As required, provide computer support.

3.7.2.3.4.1. If directed by 21 SW/IG, provide at least Pentium 300 MHz with CD-ROM drive, Windows 95/NT/98, Microsoft Office Professional, DMS, Form Flow, anti-virus software and surge suppressers. All computers must be connected to a printer and must be connected to the NIPRNET (IAW AFI 90-201_AFSPCSUP1, Attachment 11, Table A11.1).

3.7.2.3.4.2. Submit AF Form 332, **Base Civil Engineer Work Request**, to 21 CES for electrical power to support installation of computers, if required.

3.7.2.3.4.3. Report computer availability to 21 SW/IG upon notification of IG arrival.

3.7.2.3.5. If directed by 21 SW/IG, prepare and deliver all administrative supplies outlined in AFI90-201_AFSPCSUP1, Attachment 11 (Table A11.1) to the IG work center.

3.7.2.3.6. Reprographics. Support IG team request to use Defense Printing Service to process, print, and collate the complete inspection report on a priority basis.

3.7.2.3.7. If directed by 21 SW/IG, provide a copy machine with paper, duplex and sort capability at the IG work center.

3.7.2.3.8. If directed by 21 SW/IG, provide shredding machine at the IG work center.

3.7.2.3.9. If directed by 21 SW/IG, provide a video projector with computer hookup at the IG work center.

3.7.2.3.10. If directed by 21 SW/IG, provide a GSA-approved 2-drawer safe with combination changing instructions at the IG work center.

3.7.2.3.11. If directed by 21 SW/IG, provide a Land Mobile Radio (LMR) with scan capa-

bility set to scan unit SF, CE, fire, and medical channels to be used in the IG work center.

3.7.2.4. 21 SFS/CC will:

3.7.2.4.1. Authenticate and distribute EAL for the IG team to the 21 SW Wing Operations Center (WOC), Security Forces Control Center (SFCC), all security posts, and units possessing USAF restricted or controlled areas.

3.7.2.4.2. Obtain sample IG TEAM windshield placards from 21 SW/IG. Ensure all security personnel are familiar with the placard. This placard indicates that the vehicle is authorized installation entry and can be operated within the confines of the flight line and restricted areas. It **cannot** be used in place of the flight line driver's license or restricted area unescorted entry authorization media.

3.7.2.4.3. As coordinated by 21 SW/IG, post reserved parking signs on the day the IG team arrives, and ensure vehicles are removed from IG team reserved parking areas on day IG team departs. Coordinate the number and type of reserved parking signs needed with 21 CES. Remove reserved parking signs upon departure of IG team.

3.8. 21 LSS/CC will:

3.8.1. Review AFI 90-201_AFSPCSUP1, Attachment 11, para A11.4 for vehicle requirements. Contact 21 SW/IG to determine specific types and numbers of vehicles required.

3.8.1.1. Dispatched vehicles will contain the following in each vehicle:

3.8.1.1.1. IG team placards (obtained from 21 SW/IG)

3.8.1.1.2. Accident information (duty and after duty hours phone numbers).

3.8.1.1.3. Vehicle problem information (duty and after duty phone number to call).

3.8.1.1.4. Gas pump hours and location.

3.8.1.1.5. Spare tire, jack and lug wrench (safety and emergency gear).

3.8.1.1.6. AF Form 1800, **Operator's Inspection Guide and Trouble Report**.

3.8.1.1.7. Local area, base, and flight line maps with key facilities annotated; driving restrictions and procedures; authorization to drive on the flight line; and routes to quarters annotated.

3.8.1.2. All vehicles provided to inspectors must be completely serviced.

3.8.1.3. Government-owned vehicles must be provided to the fullest extent possible. If rental vehicles are used, a means to service the vehicles must be available. The IG representative will provide obligation authority for those vehicles that must be rented. Wing POC will contact HQ AFSPC/IGIX for rental agreements.

3.8.2. Ensure mobile maintenance support is readily available, as required for minor repairs. Provide priority repairs to IG vehicles, as appropriate.

3.8.3. Send message to HQ AFSPC/IG indicating exact cost of vehicle rental within 72 hours after return of any vehicles to the rental agency. Send one copy of costs to 21 SW/IG (as applicable).

3.8.4. Direct Fuels Branch to oversee the PAFB Government Fuel Station as required to support operations after normal duty hours, during entire visit.

3.8.5. Comply with all requests from the IG transportation representative.

ALVIN B. STRAIT, Colonel, USAF
Inspector General